

Camp Staff Manual



Serve With Us

“For the Son of Man did not come to be served, but to serve — and to give his life as a ransom for many.” ~ Matthew 20:28

YOUR MISSION: Camp is for Campers!

Thank you for giving your time and talents to share Jesus with young people. Some need to be introduced to Jesus, while others need to strengthen their relationship with Jesus. You make a difference by showing Jesus to others!

As your team plans to partner with us for a week of camp, please use the following resources to guide you in this process. The Timeline for Planning a Summer Camp Mission Team (page 5) guides a team leader through the process of preparing a team to serve at CMMBC. Be mindful that camp staff is comprised of your team members, our onsite summer hired staff, local volunteers, and others who have been recruited to round out the staffing needs. Whether this is your first time or your tenth time, we hope that these resources will help us to build both the knowledge and the relationships necessary to pull together a cohesive camp staff within 24 hours of meeting each other.

Our Mission

To worship God and enjoy Christian fellowship and discipleship in the midst of his beautiful creation.
To present the gospel of Jesus Christ to youth, adults and family
through the camp's outreach and community involvement.

Our Purpose

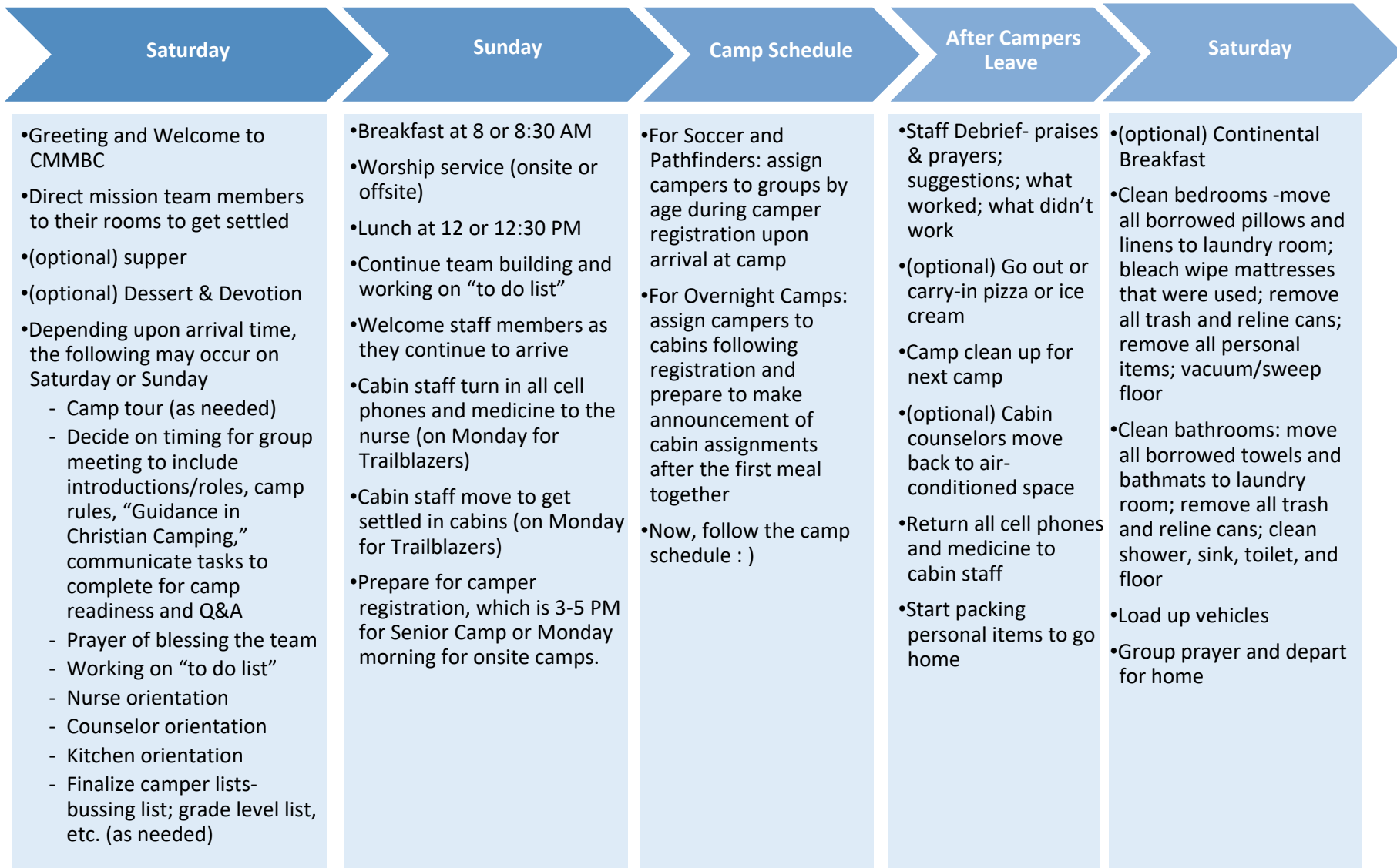
CMMBC's camping ministry desires to see growth in both the staff and the campers while they are here, but also when they return home. We want to increase their:

- awareness of God and His creation
- worship of God
- appreciation and respect for others as children of God
- purpose and ability to live as a Christian
- ability to participate in a Christian community
- development of a Christian set of values

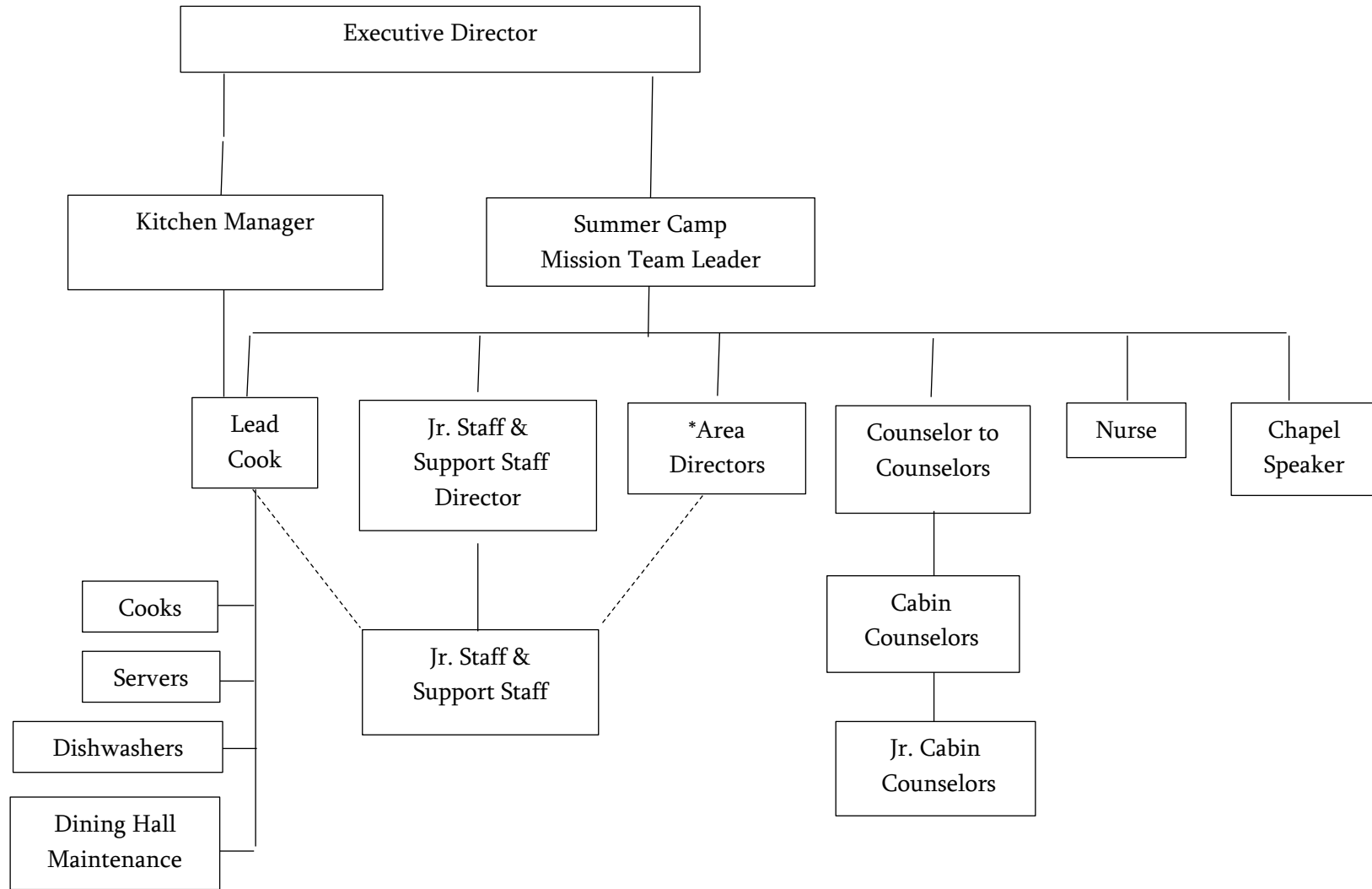
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TIMELINE UPON ARRIVAL AT CMMBC



CMMBC ORGANIZATIONAL CHART FOR SUMMER CAMP



*Music, Crafts, Games/Activities

GENERAL EXPECTATIONS FOR CAMP STAFF AND CAMPERS

CMMBC Staff, and especially counselors and junior counselors, need to recognize behavior that is harmful to any camper or to the camp facilities. Remember that honoring God in our words and deeds is a vital part of the ministry of CMMBC. The general expectations are to:

- Be in prayer for the camp experience.
- Seek to glorify God.
- Demonstrate servant leadership, following the example of Jesus Christ.
- Ensure the spiritual, emotional and physical well-being of each camper and staff member.
- Communicate any concerns, issues or criticisms with the Counselor-to-the Counselors, Mission Team Leader and/or Camp Director, not fellow staff members.
- Be a good example to the campers, following “Camper Rules” and respecting camp leadership.
- Influence campers to respect themselves, respect others, and respect camp property
- Help campers to show: self-discipline and self-control; personal responsibility; kindness and consideration; good manners; appropriate conduct; and integrity

Camper Rules (Also Counselor, Jr. Counselor and Junior Staff Rules)

Be at all meals and meetings

Be sure to dress modestly

No messing around

Use language and behavior that honors God at all times.

Turn-in money, medicine, cell phones, or car keys at registration.

Campers may only use phone with approval of camp director.

No tobacco, drugs, or alcohol.

No fireworks or weapons of any kind.

No electronic devices, including cell phones.

No food or drink (except water) in sleeping areas.

No girls in boys cabin area; No boys in girls cabin area.

No noise between lights out and 7:00 a.m.

Guidance in Christian Camping

Help guide all toward a deeper relationship with God. Assure that the following needs of the campers are met:

Physical Needs	Spiritual Needs	Emotional-Social Needs
<ul style="list-style-type: none"> • food and drink • rest and relaxation • shelter • bathroom!! 	<ul style="list-style-type: none"> • personal relationship with Jesus Christ • opportunities to serve • opportunities to witness 	<ul style="list-style-type: none"> • security and feeling of belonging • status among peers • recognition of achievement • giving/receiving love • self-esteem, self-respect, self-confidence • fun and adventure

Campers and staff come from different social, family and often church backgrounds. Be aware and be sensitive to help all experience the love of God at CMMBC. We want any camp experience at CMMBC to include spiritual growth, not only for the campers, but also for the staff. As you interact with campers and discuss their relationship with God, also consider your personal relationship with God. Key questions to ask yourself and campers are:

- Where are you with God right now?
- Where do you want to be?
- What will it take to get you there? (How can I help?)

Typical Behavior by Age

To effectively minister to young people, it is important to recognize typical behavior of the various age groups at camp.

<p style="text-align: center;">The beginning to play together stage Ages 7-10 years</p> <ul style="list-style-type: none"> • some readiness to leave home/parents • growing awareness of others and a willingness to share or play together • need for acceptance from their own age group • express selves freely in play and art forms • want everyone to obey stated rules • developing interest in group games, activities and competition • strong identification with same age group and gender 	<p style="text-align: center;">The Group Stage Ages 10-12 years</p> <ul style="list-style-type: none"> • strong desire for live-away experience • want to be together in groups/teams; often form cliques and friendships with same gender and age group; girls may develop interest in boys • are fairly competitive in team and individual activities • like to make, do, collect things • are becoming concerned with appearance/physical size • enjoy being mischievous and daring • boys and girls can work and socialize together when they share responsibility for planning
<p style="text-align: center;">The Drive for Independence Stage Ages 12-15 years</p> <ul style="list-style-type: none"> • growing away from family ties and influence • still want reassurance of adult attention • strong drive for conformity with peers • intense emotions • competition with outside groups is preferred to competition with friends • rapidly changing interests and ambitions • idealistic about the world at large • serious concerns with appearance/physical size; frequently self-conscious • first girls, then boys, establish relationships with the opposite gender • boys and girls can work together on projects better than they can socialize together 	<p style="text-align: center;">The Impatient to Grow Up Stage Ages 15-17 years</p> <ul style="list-style-type: none"> • want to earn money for independence and freedom of actions • feel pressure from increased responsibilities • need to be treated as young adults, but occasionally revert to childish behavior • prestige and belonging to the “in crowd” is valued • expansive and changing ambitions • ability to concentrate and specialize in selected skills and interests • beginning ability to make sacrifices for others • conflict between idealism and materialism • developing deeper feelings in relationships with opposite gender

Overview of Staff Roles and Responsibilities

Several of the roles below may be filled by one person. For example, the Mission Team Leader and Speaker may be one person. However, we recommend that the roles of nurse, lead cook and counselor not be combined with other roles due to the nature of those roles.

<p>Mission Team Leader</p> <ul style="list-style-type: none"> • lead mission team members prior to and upon arrival to CMMBC • assure team members know their roles and responsibilities • work with CMMBC staff to run camp • assign roles and assure appropriate supervision <p>Lead Cook</p> <ul style="list-style-type: none"> • work with kitchen manager to develop menu that you are comfortable preparing • follow food safety requirements • follow posted dishwashing / sanitizing protocols • direct kitchen workers to prepare, serve and clean-up meals 	<p>Jr Staff / Support. Staff Director</p> <ul style="list-style-type: none"> • liaison between lead cook and area directors to assess needed assistance • supervise junior staff and support staff (youth and adults; local and mission team members) • assure junior staff participate in Chapel service • assure junior staff has an adult-led devotion <p>Counselor-to-Counselors For overnight camp only</p> <ul style="list-style-type: none"> • lead and direct devotion and prayer time with the counselors (e.g. during craft or recreation) • guide counselors to resolve conflicts, including mission team leader / camp director as needed • hold counselors accountable to honoring rules
<p>Camp Speaker(s)</p> <ul style="list-style-type: none"> • communicate daily scripture memory verses to CMMBC a month prior to camp • lead morning and/or evening chapel time 	<p>Support Staff and Junior Staff</p> <ul style="list-style-type: none"> • youth or adults serving in the kitchen, camp maintenance, crafts, game/activities • see details in section called, “Support Staff and Junior Staff Survival Guide”
<p>Cabin Counselor 18+ years of age; at least 1 year beyond high school preferred</p> <ul style="list-style-type: none"> • lead by example; follow/enforce Camper Rules • communicate concerns and issues to Counselor to the Counselors, Mission Team Leader or Camp Director • use the camper cabins & bathhouses • see details in “Key Notes for being a Cabin or Jr. Counselor” <p>Nurse CNA, LPN, RN, EMT, First Aid trained</p> <ul style="list-style-type: none"> • manage camper health, including first aid • distribute medication and maintain logs 	<p>Junior Cabin Counselor optional and only for Trailblazers Camps 16+ years of age</p> <ul style="list-style-type: none"> • support Cabin Counselor • lead by example; follow/enforce Camper Rules • use the camper cabins & bathhouses • see details in “Key Notes for being a Cabin or Jr. Counselor” <p>Craft Director</p> <ul style="list-style-type: none"> • check with CMMBC to see if needed supplies are available at camp • obtain supplies for scheduled crafts prior to arrival • be prepared to lead campers craft activities

Music Director

- communicate equipment needs to CMMBC staff prior to your arrival to assure their availability
- have words to music for all (projector available)
- lead worshipping God through music

Activities/Game Director

- check with CMMBC to see if supplies are available and obtain needed supplies prior to arrival
- be prepared to lead campers through scheduled Big Camp Game, Recreation, and Surprise Hour

Keynotes for being a Cabin or Jr Counselor

Make campers feel welcome

- learn each camper's name
- build a relationship with each camper
- spend time with each camper
- speak with the campers, not "at" them
- watch for "rejected kids"; be there for them
- build unity among your cabin members

Chapel

- remind campers to bring their Bible
- sit with your campers
- guide appropriate behavior

Medical Needs

- refer all medical needs to camp nurse

Hygiene

- guide campers toward good personal hygiene
- remind campers to wash hands after bathroom use
- hands must be washed prior to meals
- make sure campers shower
- remind campers to brush teeth

Help with Bathhouses

- remove personal belongings
- use trash receptacles; assure cans are lined
- assure adequate supplies of hand soap, paper towel and toilet paper
- notify support staff of "special" cleaning or maintenance needs, like water leaks

Meals

- line up by cabin at side entrance to dining hall
- join campers at the table
- encourage campers to drink water before other drinks
- ensure that food taken is food eaten
- shoes must be worn in the dining hall at all times
- guide appropriate behavior

Flag Raising/Lowering

- guide campers to be quiet and respectful

Camp Clean-up duties

- Camp cleanup duties are assigned and inspected daily (See Expectations for Camp Clean-up Duties.)

Cabin Clean-up duties

- sweep floor, steps or decks
- make beds
- hang up towels and clothes
- clean mirror, if applicable
- organize shoes
- pick up trash around cabin
- empty trash and assure can is lined
- turn off lights; leave the ceiling fan on

Making the Schedule Work

- times for showers are before flag raising; between staff meeting and PM Chapel; between going to cabins and lights out
- daily devotion time can be during cabin time or before lights out
- enforce quiet time after lights out

Expectations for Daily Camp Clean-up Duties led by Cabin Counselor

<p>Chapel</p> <ul style="list-style-type: none"> • notify support staff if bathroom needs supplies or cleaning • pick up trash; empty trash/ensure can has liner • clean window sills • sweep floor upstairs and stairwell to basement • sweep porch and steps leading to chapel 	<p>General Grounds</p> <ul style="list-style-type: none"> • pick up litter between dining hall, splash pad, fence and camp fire area • rake volleyball court
<p>Porches</p> <ul style="list-style-type: none"> • clean/sweep porch of Dining Hall • clean hand washing sinks • empty trash cans (as needed)/assure cans have liners • clean/sweep Ephesus • clean/sweep porch of Staff House 	<p>Dining Hall</p> <ul style="list-style-type: none"> • deliver dirty eating utensils to serving counter • wipe tables with bleach water • sweep floor • clean chairs, as needed • place chairs around tables • take out trash, as needed
<p>Rec Hall Game Room</p> <ul style="list-style-type: none"> • pick-up trash • sweep floor • remove trash, if bags are full; assure cans have liners • organize games/sports equipment • clean window sills 	<p>Rec Hall Game Pavilion</p> <ul style="list-style-type: none"> • pick-up trash • sweep floor • clean tables • remove trash, if bags are full; assure cans have liners • clean canteen serving area/window
<p>Last Day of Camp: Closing out Camp</p> <ul style="list-style-type: none"> • after supper, campers will assure that their belongings are packed • girls will move their belongings to Ephesus; boys will move their belongings to Dining Hall porch • ensure campers and staff have all of their belongings from the cabin • clean the cabin • empty & clean trash can; assure can is lined • turn off lights; fans can be left on 	

General Overview of Support Staff and Junior Staff Responsibilities

As Support Staff or Junior Staff, your mission is to serve behind the scenes, ministering at camp through cleaning and maintaining the facilities, helping in the kitchen, and/or assisting with crafts, music or games/activities. Your schedule typically overlaps with the campers' schedule for rise and shine, flag raising/lowering, meals, rest time, chapel time and lights out. You have the option to attend off site activities as the schedule allows. Support staff director must attend staff meetings; other support staff has the option to attend.

<p>Dining Hall/Kitchen (Daily)</p> <ul style="list-style-type: none"> • help with meal preparation, serving, and cleanup (See "Kitchen & Dining Hall Helpers" for details.) 	<p>Girls and Boys BathA Houses (Inspect Daily, action as needed)</p> <ul style="list-style-type: none"> • sweep shower areas • sweep toilet and sink areas • clean sinks/counters • clean mirrors • clean toiletas • stock hand soap, paper towel, toilet paper • empty trash; assure cans are lined • mop floor
<p>Help with trash, as needed</p> <ul style="list-style-type: none"> • collect trash, tie bags and either move to Freezer Porch for storing overnight or to the trash carrier for hauling • reline all cans and put back in place • collect cardboard boxes, fold flat, and move to trash carrier • haul trash to pick up site 	<p>Chapel Bathroom (Inspect Daily, action as needed)</p> <ul style="list-style-type: none"> • sweep floors • clean sinks • clean toilets • stock hand soap, paper towel, toilet paper • empty trash; assure can is lined • mop floor
<p>Grounds keeping, as requested</p> <ul style="list-style-type: none"> • weeding • raking • mowing or trimming (must be 18+ years) • trail clearing/brush clean-up • inspecting/replacing light bulbs, as needed • fence maintenance 	<p>Dining Hall Bathrooms (Inspect Daily, action as needed)</p> <ul style="list-style-type: none"> • clean sinks • clean toilets • sweep floors • remove trash/assure liners in cans • stock hand soap, paper towel, toilet paper
<p>Other Tasks, as Requested</p> <ul style="list-style-type: none"> • help with laundry • help carry groceries and put them away • help with camper oversight during staff meetings 	<p>Other Projects, as determined by CMMBC Director</p> <ul style="list-style-type: none"> • depending upon the ages and the skill sets of the volunteers, other work assignments may be requested.

Kitchen & Dining Hall Helpers

Workers are needed for food service. Individuals can be dedicated to the kitchen, or they may take turns through the kitchen. All kitchen workers need to complete orientation/training before working in the kitchen, preferably as a group the day before camp starts.

<p>Assistant Cooks</p> <ul style="list-style-type: none">• arrive ~1 hour before scheduled meal or as requested• wear closed-toed shoes• put on hair covering outside of the kitchen area and then wash hands• help with meal preparation as directed by the lead cook• prepare to serve food/drinks• help put away leftovers, following meal	<p>Servers</p> <ul style="list-style-type: none">• arrive at least 15 minutes before scheduled meal• wear-closed-toed shoes• put on hair covering outside of the kitchen area and then wash hands• serve food/drinks as directed by the lead cook
<p>After meal clean-up</p> <ul style="list-style-type: none">• help collect dirty dishes and move them to dirty dish table by the dish sanitizer• wipe tables/serving counters w/ sanitizer• take out trash, as needed• sweep floor, as needed• clean chairs, as needed• put chairs back in place around tables	